

INSPECTOR GENERAL'S SURVEY

of the

OFFICE OF SECURITY

December 1960

25X1

Approved For Release 2005/03/14 : CIA-RDP62-01094R000500060028-8

Approved For Release 2005/03/14 : CIA-RDP62-01094R000500060028-8

INSPECTOR GENERAL'S SURVEY

of the

OFFICE OF SECURITY

TABLE OF CONTENTS

	<u>Page</u>
I. PURPOSE AND SCOPE .....	1
II. POLICY DIRECTIVES .....	3
III. ORGANIZATION AND MANAGEMENT .....	6
A. General .....	6
B. The Organizational Structure .....	7
Recommendation No. 1 .....	13
C. Office of the Director of Security .....	13
D. Alien Affairs Staff .....	14
E. Policy Staff .....	16
Recommendation No. 2 .....	19
F. Contingency Planning .....	19
Recommendation No. 3 .....	21
G. Administration and Training Staff .....	21
H. Logistical Support .....	21
I. Financial Support .....	22
J. Personnel Support .....	23
Recommendation No. 4 .....	25
K. Training .....	25
Recommendation No. 5 .....	28
L. Career Service .....	29
M. Competitive Promotion .....	31
N. Educational Requirements .....	32
O. Grade Structure for Security Officers .....	34
P. Conclusions Concerning Career Management .....	39
Recommendation No. 6 .....	40
IV. PERSONNEL SECURITY .....	41
A. General .....	41
B. The Clearance Process .....	42
Recommendation No. 7 .....	44
C. Clearance Criteria .....	44
Recommendation No. 8 .....	46
D. Other Clearances .....	46
Recommendation No. 9 .....	47

	<u>Page</u>
E. The Re-evaluation Process .....	48
Recommendation No. 10 .....	49
Recommendation No. 11 .....	52
F. Employee Activities .....	53
Recommendation No. 12 .....	55
G. Supervisor's Responsibility .....	55
H. Referral to the DCI .....	56
Recommendation No. 13 .....	57
I. Investigation .....	57
Recommendation No. 14 .....	59
J. Standards of Employee Conduct .....	59
Recommendation No. 15 .....	60
V. PHYSICAL SECURITY .....	61
A. General .....	61
B. Limited Access Badges .....	62
Recommendation No. 16 .....	64
C. Sterile Telephones .....	64
Recommendation No. 17 .....	67
D. Safe Maintenance .....	67
Recommendation No. 18 .....	68
E. Administration Building Security .....	68
Recommendation No. 19 .....	69
F. Night Security Officer .....	69
Recommendation No. 20 .....	72
G. The Polygraph Program .....	72
H. Policies .....	74
I. Personnel .....	76
Recommendation No. 21 .....	79
J. Organization .....	80
K. Space .....	81
L. Training .....	82
M. Cover .....	84
Recommendation No. 22 .....	84
N. Research .....	84
Recommendation No. 23 .....	87
O. The Audio Countermeasures Program .....	87
Recommendation No. 24 .....	91
P. National Countermeasures Policy .....	91
Q. Internal Agency Responsibilities .....	94
Recommendation No. 25 .....	100
R. Policy Considerations .....	100
Recommendation No. 26 .....	102
S. Countermeasures Personnel .....	102
Recommendation No. 27 .....	104
T. New Building Security Program .....	104
U. CIA Safety Officer .....	107
Recommendation No. 28 .....	111

	<u>Page</u>
VI. INVESTIGATIONS AND OPERATIONAL SUPPORT AREA .....	112
A. Coordination and Review Staff .....	112
Recommendation No. 29 .....	113
Recommendation No. 30 .....	114
B. Security Support Division (SSD) .....	114
C. Investigations Branch .....	114
Recommendation No. 31 .....	116
D. Support Branch .....	117
Recommendation No. 32 .....	118
25X1A Recommendation No. 34 .....	125
25X1A Recommendation No. 35 .....	126
No. 36 .....	126
.....	126
Recommendation No. 37 .....	128
K. Field Support .....	128
Recommendation No. 38 .....	129
VII. SECURITY RECORDS DIVISION .....	130
A. General .....	130
B. The Operations Branch .....	131
C. Records Branch .....	132
D. Research and Analysis Branch .....	133
E. Conclusions and Recommendations .....	134
Recommendation No. 39 .....	136
F. Records Management .....	137
Recommendation No. 40 .....	137

INSPECTOR GENERAL'S SURVEY OF THE  
OFFICE OF SECURITY

I. PURPOSE AND SCOPE

A. The purpose of this inspection was to review the authorities, responsibilities, organization, and operations of the Office of Security and to make recommendations for improvement where possible.

The component was last inspected in 1954. Our current survey included site inspections [REDACTED]

[REDACTED]

[REDACTED] We interviewed personnel in each major component of the office, as well as in those Security units detailed to other major components, and estimate coverage at better than 80 per cent of all Security careerists. Interviews included personnel in the security units attached to Development Projects Division of DD/P, the Photographic Intelligence Center of DD/I, and the COMINT Security group of OCI. The survey was not expanded to cover substantive aspects of specialized operations, however. We did not travel overseas to inspect foreign security activities, but we utilized information obtained during recent trips, and we interviewed as many as possible of the Security officers returning from overseas duty.

B. Under normal circumstances an inspection as comprehensive as this one would have resulted in a very lengthy report. The cooperation and attitudes of the key Security officials were so exceptional,

however, that we believe a thoroughly documented report is not actually required. On the basis of our experience during the past few months we are convinced that the Director of Security and his assistants have completely open minds concerning areas of possible improvement. The integrity of the management of the Office of Security cannot be questioned, and it is quite apparent that every effort has been made to develop an effective organization. We therefore feel that we can deal in broad principles and not expand this report into a documentary proof of minor points. Our recommendations can be supported in much greater depth if the Deputy Director (Support) or the Director of Security should require clarification of any point, but on the whole we do not believe that this will be necessary.

25X1

Approved For Release 2005/03/14 : CIA-RDP62-01094R000500060028-8

Next 2 Page(s) In Document Exempt

Approved For Release 2005/03/14 : CIA-RDP62-01094R000500060028-8



III. ORGANIZATION AND MANAGEMENT

A. General

1. The organization of the Office of Security as of the date of the inspection is reflected in the chart on the facing page. In general the Office is divided into three major areas consisting of the Office of the Director with six supporting staff units, and two operational areas under the Deputy Director for Personnel and Physical Security and the Deputy Director for Investigations and Operational Support.

2. At the time of our previous inspection of this office (1954) the organization structure consisted basically of three operating divisions reporting directly to the Director of Security. At the risk of over-simplification, these can be described briefly as the Security Division which was responsible for overt clearances and related matters, [REDACTED] 25X1  
for investigations and covert activities, and an Inspection Division which was responsible for certain inspection and survey functions. The Inspection Division has now ceased to exist as a command entity, but the general separation of overt and covert activities continues in substantially the same form. [REDACTED] 25X1

[REDACTED]

25X1

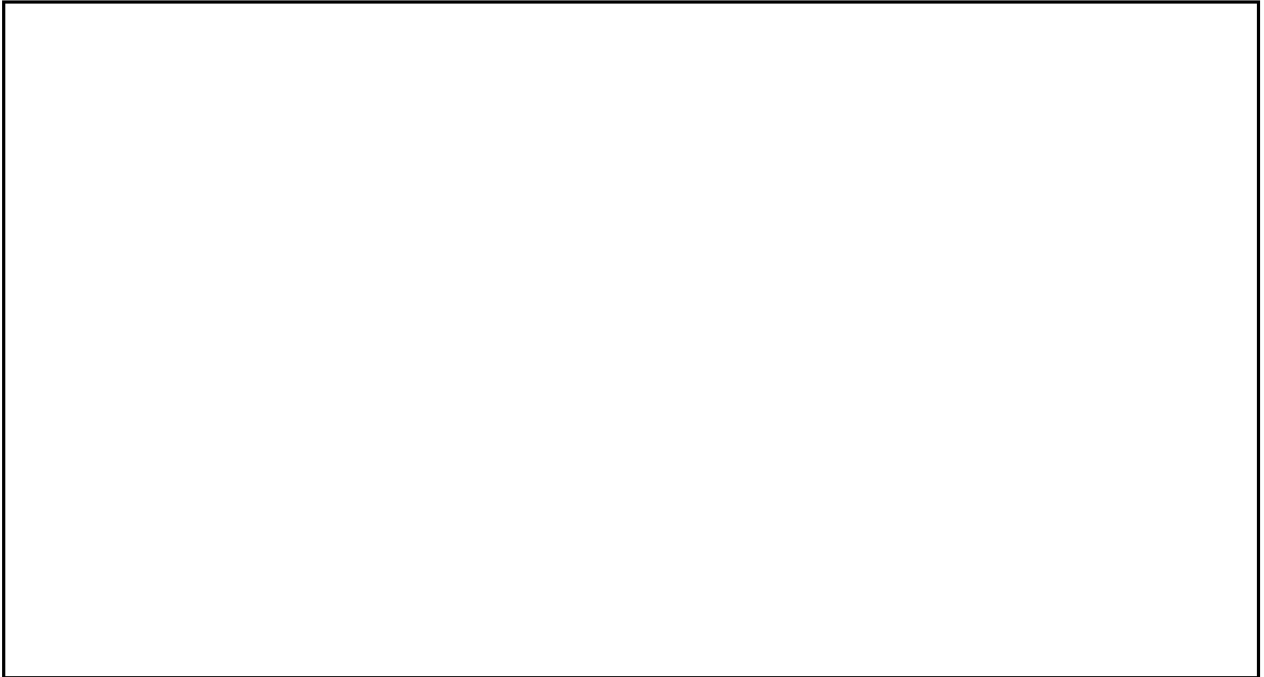
Approved For Release 2005/03/14 : CIA-RDP62-01094R000500060028-8

Next 1 Page(s) In Document Exempt

Approved For Release 2005/03/14 : CIA-RDP62-01094R000500060028-8

SECRET

3. The principal functions of the Office of Security are easily identifiable, and they form the natural basis for an internal system of management. These functions are Personnel Security, Physical Security, Investigations, Technical Support, and Operational Security Support. The staff functions are also rather clearly defined,



25X1

b. The Physical Security Division should be responsible for all physical security activities except audio countermeasures.

c. The Investigations Division should be responsible for all investigative activity, both at the domestic field offices and headquarters, except the investigation of physical security violations.

d. The Technical Division should be responsible for the polygraph program and the audio countermeasures program. We realize that one of these is basically concerned with personnel security and the other with physical security, but we believe that the degree of

25X1

Approved For Release 2005/03/14 : CIA-RDP62-01094R000500060028-8

Next 128 Page(s) In Document Exempt

Approved For Release 2005/03/14 : CIA-RDP62-01094R000500060028-8

**SECRET**

Approved For Release 2005/03/14 : CIA-RDP62-01094R000500060028-8

**INSPECTOR GENERAL'S SURVEY  
OF THE  
OFFICE OF SECURITY  
DECEMBER 1960**



**SECRET**

Approved For Release 2005/03/14 : CIA-RDP62-01094R000500060028-8

**SECRET**

Approved For Release 2005/03/14 : CIA-RDP62-01094R000500060028-8

**SECRET**

Approved For Release 2005/03/14 : CIA-RDP62-01094R000500060028-8